

OFFICE OF TRAINING

Notice  
No. 23-55

13 October 1955

SUBJECT: Preparation of Personnel Actions

Prior to the preparation of any promotion or other personnel action involving an OTR employee, the supervisor concerned will review all data regarding such employee contained in the files of the Personnel Officer, Registrar, and Assessment and Evaluation Staff of the Office of Training. It is particularly important that fitness reports, career plans, training records, test results, and assessments be studied carefully before the preparation of a personnel action.

MATTHEW BAIRD  
Director of Training

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Distribution: a. Staff, Division, Branch, and Section Chiefs, OTR  
b. Chief Instructors, OTR

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